

CONFIDENTIAL

AUG 8 1980

MEMORANDUM FOR: Chief, [REDACTED]  
A&CD, OF

25X1

FROM: Chief, OER Administrative Staff  
[REDACTED]

25X1

SUBJECT: OER Imprest Fund Revision

Reference: Your memo dated 23 July 1979  
Subject: Change of Custodian of OER  
Imprest Fund

1. It is requested that the provisions of the  
OER Imprest Fund be revised to reflect the following:

Para 2 Ref - Please increase the  
amount of Imprest Fund from \$500.00 to  
\$700.00.

Para 2 Ref - Purpose: Taxis, POV's  
in lieu of taxis; purchase of supplies  
and material of an emergency nature;  
postage and advances not to exceed  
\$50.00 for official business and official  
entertainment per [REDACTED] which  
excludes reimbursement for meals for  
individuals who have contractual employee-  
employer relationship, government retirees,  
invitees for employment who are on actual  
per diem expense basis and other persons  
entitled to per diem in addition to a fee  
payment. Payment of registration fees to  
locally held conferences and professional  
societies, not to exceed \$50.00.

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Para 3 d (1) Ref - The aggregate pur-  
chase from any one vendor does not exceed  
\$50.00.

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SUBJECT: OER Imprest Fund Revision

Para 3 h Ref - That advances for official business, not to exceed \$50.00, are authorized but must be accounted for within 48 hours.

2. All other provisions of the Fund will remain the same.

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OER/AS: [ ] (8 August 1980)

Distribution:

- Orig. & 1 - Addressee
- 2 - OER/AS
- 1 - NFAC/PME/B & F

CONCUR:

See Memo dtd 9 DEC 1980

Director of Logistics

Date

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
JER Administrative Staff 4-F-29 HQS		DATE AUG 8 1980

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. C/COPS/CB/A&CD/OF 604 Key Bldg.,			DR	2. Please review request for increase of Delegation of Procurement authority per attached memo to C/A&CD/Of dated 8/8/80. Also attached is a copy of the last concurrence memo date 11/25/58.
2. C/PROCUREMENT DIV				
3.				
4. OF/A&CD/543				
5.				
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